



CITY OF LEON VALLEY, TEXAS

REQUEST FOR QUALIFICATIONS

FOR

**MEDICAL DIRECTOR
FOR PARAMEDIC PROGRAM**

The Leon Valley Fire Department (LVFD) is seeking qualified applicants to serve as Medical Director to the City's Municipal Paramedic Program and to provide a complete Medical Direction system of off-line and on-line services as defined by Texas Administrative Code, Title 22, Part 9, Chapter 197, rule 197.3 and 197.4. LVFD is a licensed Emergency Medical Services (EMS) provider that operates under the Texas Department of State Health Service's guidelines and serves the City of Leon Valley as well as surrounding municipalities through mutual aid agreements. Currently, LVFD operates two (2) front line mobile intensive care units (MICU) with one (1) reserve unit. All of its front line fire apparatus are equipped at a paramedic level and staffed with paramedics.

The Medical Director must have a working knowledge of EMS systems in the State of Texas. Applicants shall be highly familiar with the skills and knowledge of paramedics and emergency medical technician (EMT) certified personnel and an advocate of pre-hospital medical assessment and treatment.

Qualifications submitted to LVFD shall demonstrate and address the following:

ESSENTIAL

1. A physician licensed to practice in Texas and shall be registered as an EMS medical director with the Texas Department of State Health Services
2. The Medical Director must be capable of providing direct on-line medical control involving a minimum of 2 associate medical directors on a 24/7 basis
3. Familiarity with the design and operation of pre-hospital EMS systems
4. Experience in the pre-hospital emergency care of the acutely ill or injured patient
5. Experience in medical direction of pre-hospital emergency units
6. Active participation in the ED (Emergency Department) management of the acutely ill or injured patient
7. Experience in the instruction of pre-hospital personnel
8. Experience, knowledge or training in the EMS quality improvement process
9. Knowledge of laws and regulations affecting local, regional, state, and national EMS operations
10. Knowledge of EMS dispatch and communications
11. Knowledge of local mass casualty and disaster plans
12. Provide written and oral presentations to council, media, regulatory bodies and other stakeholders as needed
13. Knowledge of tactical EMS
14. Medical legal assistance
15. Provide power of attorney to LVFD staff to allow procurement of controlled substances

RESPONSIBILITIES

1. Serve as patient advocate in the EMS system

2. Set and ensure compliance with patient care standards including communications standards, and dispatch and medical protocols
3. Develop and implement protocols and standing orders under which the pre-hospital care provider functions in conjunction with LVFD
4. Develop and implement the process for the provisions of concurrent medical direction
5. Ensure the appropriateness of initial qualifications of pre-hospital personnel involved in patient care and dispatch
6. Ensure the qualifications of pre-hospital personnel involved in patient care and dispatch are maintained on an ongoing basis through education, testing and credentialing
7. Develop and implement an effective quality improvement program for continuous system and patient care improvement
8. Promote EMS research and evidence based quality improvement
9. Maintain liaison with the medical community including, but not limited to, hospitals, emergency departments, physicians, pre-hospital providers and nurses
10. Interact with national, regional, state, and local EMS authorities to ensure that standards, needs and requirements are met and resource utilization is optimized
11. Arrange for coordination of activities such as mutual aid, disaster planning and management, and hazardous materials response
12. Promulgate public education and information on the prevention of emergencies
13. Maintain knowledge levels appropriate for an EMS medical director through continued education

REQUIREMENTS

1. The medical director shall devote an average of eight (8) hours each month in direct contact time with members of the LVFD EMS program.
2. The medical director will assist with recertification requirements for National Registry and the State of Texas.
3. The medical director shall conduct a "Quarterly Case Review" to discuss specific patient care the paramedics are providing in the pre-hospital environment. Case review may be conducted more frequently if a need is identified.
4. The medical director shall be responsible to update and keep current the EMS standing orders/protocols for LVFD. Protocols will be reviewed and updated on a bi-annual basis at minimum.
5. The medical director shall maintain a working relationship with the paramedics and be able and willing to implement programs and techniques as he/she observes a need, for the progression of the paramedic/EMS service in the City of Leon Valley.
6. The medical director shall assist in the continuing education of paramedics and EMT's by occasionally participating in EMS training programs and collaborating with Leon Valley's EMS training coordinator on various projects.
7. The medical director shall assist in evaluating the overall paramedic program and initiate changes as needed in conjunction with Leon Valley Fire Department.
8. The medical director will submit a detailed report to the Leon Valley EMS Chief every six months. This report will include a listing of his/her activities relative to their compliance to the requirements and responsibilities of the position.

9. The medical director, having a contractual agreement with Leon Valley Fire Department, shall be an advocate for the certified EMS personnel employed by the City of Leon Valley. Being such, he/she shall give notification to the City of Leon Valley before entering into other contracts or agreements as medical director with any other EMS provider at any level of certification and will participate in an impact evaluation discussion with Leon Valley's Administrative staff.

Grading criteria will be as follows:

- 25% Essentials
- 25% Requirements
- 25% Responsibilities
- 25% References

Contact information on references must be current. Please include contracts awarded to your company in the last five years complete with a current point of contact, telephone number, email address if available, summary of the work performed, and a contract term.

Questions regarding this RFQ shall be directed via email with "RFQ MEDICAL DIRECTOR" in the subject line to Billy Lawson, Assistant Fire Chief at b.lawson@leonvalleytexas.gov with a courtesy copy to Luis Valdez, Fire Chief at l.valdez@leonvalleytexas.gov and Rhonda Hewitt, Purchasing Agent at r.hewitt@leonvalleytexas.gov. Upon receipt, all emails will receive a "Received" reply. Changes or clarifications to this request will be issued as an addendum and shall be acknowledged and included with your submission.

Sealed responses are due no later than **2:00 p.m. on Tuesday, February 2, 2016**. Responses received after this time will be rejected. Please submit **one (1) original** and **seven (7) copies** to the address shown below. Sealed submissions must be clearly marked on the outside with "**RFQ FOR MEDICAL DIRECTOR FOR MUNICIPAL PARAMEDIC PROGRAM**". The City of Leon Valley reserves the right to reject any and all responses.

City of Leon Valley
Attn. Purchasing Agent
6502 Bandera Road, Suite 112
Leon Valley, TX 78238